



POSITION DESCRIPTION Victim Advocate FLSA Status: Non-Exempt Classification: Occupational	9 June 2015 Reports to: Victim Program Coordinator Revised: _____ Human Resources Initials: _____
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POSITION PROFILE

Under the direction of the Program Coordinator, provides victim advocacy services to victims in Duchesne County and supervises volunteers in the Duchesne County Victims' Advocacy Program (DCVAP). Assesses victims' needs and safety, and acts as a liaison between victims and service/resource providers such as the Utah Children's Justice Center, Roosevelt, Utah. Coordinates necessary hearing and legal arrangements. Complies with the procedures of the Victims' of Crimes Act (VOCA) and Violence Against Women Act (VAWA) grants. Develops community relations and raises awareness of victims of domestic violence and sexual crimes. Works to help families access community resources, develop safety plans, and receive education.

GOALS

- To assist victims promptly, professionally, and efficiently.
- To promote the development of comprehensive services to crime victims.
- To increase the safety of victims and provide support and guidance through the various recovery steps involved in being a victim of crime.
- To ensure work performance, effective time management practices, and attention to detail.

ESSENTIAL FUNCTIONS

- Responds to hospitals, crime scenes, and other locations as requested by law enforcement personnel to assist primary and secondary victims with crisis needs and to provide emotional support.
- Assesses victims' safety and other needs, informing them of available resources and acting as a liaison in obtaining services.
- Provides crisis intervention for victims.
- Assists victims of crime through the judicial process by providing information regarding the legal process, investigation process, and resources such as shelter, treatment, education, legal assistance, and financial aid.
- Assesses and reviews violent crime reports and ensures victims are contacted within established time frames.
- Receives cases referred by law enforcement and serves as a liaison between the victim, the referring law enforcement agency and the prosecuting attorney.

- Acts as a liaison between the victim, referring Deputy, and attorney.
- Maintains cooperative relationships with those contacted during the course of work activities; maintains confidentiality.
- Educates each victim regarding the legal process and the rights afforded them under the law.
- Assists victims in preparing and filing protective orders, stalking injunctions, and other legal forms.
- Attends applicable court proceedings or ensures attendance of a volunteer, testifies as necessary and coordinates transportation of witnesses and/or victims and their families as needed.
- Tracks case information, documents referrals and other actions, and writes reports on case progress; provides current address and phone number of victims to the Office of the County Attorney or Board of Pardons.
- Collects statistical information for the Office of Crime Victim Reparations.
- Conducts research and collects and prepares statistical information on violent crimes to assist in developing training agendas.
- Coordinates with Juvenile Court, the Children's Justice Center, medical and mental health professionals, and other related persons or agencies regarding services provided to victims.
- Attends various meetings such as Sexual Assault Response Team, Duchesne County Domestic Violence Coalition, Tribal Collaboration Meeting, and any other meeting requested.
- Provides victim assistance outside of regular core hours.
- Performs related duties as required to meet business needs.

EDUCATION AND EXPERIENCE

- High School Diploma or Equivalent Required
- Bachelor's degree in behavioral science, psychology, sociology, criminal justice, or a related field preferred but not required.
- One (1) year work experience in law, law enforcement, social work, or criminal justice agency also preferred.
- Bilingual Spanish preferred but not required.

OTHER REQUIREMENTS

- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a criminal background investigation and drug test.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the criminal justice process and victims' rights; community resources available to victims for shelter, treatment, education, legal assistance, and financial aid.
- Oral and written communication skills, basic math; word processing, spreadsheets and basic computer applications.
- Exemplify professional and courteous service.
- Ability to maintain cooperative relationships with the public, coworkers, and other agencies while managing sensitive information and uncomfortable situations.
- Basic office equipment skills, filing, record keeping and record retrieval.
- Ability to stay calm while working with people in crisis situations; communicate and interact with

individuals from diverse social, economic, and ethnic backgrounds in a professional manner.

- Work responsibly under minimal supervision.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Ability to read, analyze, and enter detailed information as required under statute and in accordance with established policies and procedures.
- Ability to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.
- Ability to write and prepare written material in a variety of formats for legal and management purposes.
- Ability to effectively present information to County Commission, Elected Officials, public groups and/or others as deemed appropriate.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and report conclusions.
- Ability to interpret and carry out instructions and assignments.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Work includes operation of a motor vehicle. Work is generally performed in an office or other environmentally controlled room, but occasionally requires field work which includes visiting crime scenes, victim's homes, hospitals, and other locations which may expose the victims' advocate to hostile or unknown circumstances.

HAZARDS

- Work regularly exposes the incumbent to potentially hostile situations and to individuals that are angry, agitated or otherwise upset.
- Many functions of the work pose high degree of hazard uncertainty. Periodic exposure to the presence of blood borne or airborne pathogens.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions